

1 Great Falls School District

2
3 **BOARD OF TRUSTEES**

1909P

4
5 Pandemic Emergency Measures

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7 Administrative Procedures for Employee Telework

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- 9 1. The District recognizes telecommuting as a voluntary work plan, agreed upon between
10 the District, and the employee, in which the employee works at an alternative worksite on
11 a regular basis on a specified schedule.
 - 12 2. Telecommuting is an accommodation and not a District-wide benefit; and it in no way
13 changes the terms and conditions of employment.
 - 14 3. Not all District jobs are suitable for telecommuting/teleworking.
 - 15 4. The Superintendent or designee will approve or deny telecommuting requests after
16 considering several factors, including, but not limited to:
17
 - 18 a. Is the position suitable for telecommuting?
 - 19 b. Does the employee consistently demonstrate work habits that are well-suited to
20 telecommuting, including, but not limited to self-motivation, self-discipline, the
21 ability to work independently; a demonstrated commitment to effective use of
22 technology; and a demonstrated record of meeting established performance
23 expectations?
 - 24 c. Does the telework plan meet the needs of students and serve District's business
25 and operational needs?
 - 26 d. Has the employee identified a sufficient basis to require an accommodation
27 through a telework plan?
 - 28 e. Does the employee demonstrate a commitment to and assurance of providing
29 students and colleagues with reliable, high quality and efficient/timely service,
30 commensurate with the District's strategic plan?
 - 31 f. Does the employee have a plan for overcoming any potential loss of impact
32 and/or benefit from personal interactions with colleagues and students?
 - 33 g. Does the employee have a plan for addressing equity and adequacy of workloads
34 among colleagues?
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 - 36 5. The employment relationship for an employee telecommuting stays the same as for
37 employees not working from an alternative worksite. Compensation does not change, and
38 employees are expected to follow all existing job requirements, District policies,
39 guidelines and expectations that are in effect in the main office. In addition, the employee
40 shall honor the following guidelines:
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 - 42 a. Be available by phone and e-mail during normal work hours. Absences (including
43 unavailability during work hours) must be pre-approved.
 - 44 b. Promptly notify the supervisor when unable to perform work assignments due to
45 illness, equipment failure, or other unforeseen circumstances.

- 1 c. Alter their schedule to attend mandatory meetings or other situations needing a
- 2 physical presence and/or as needed by the supervisor or executive director.
- 3 d. Identify an alternative worksite or telework location and assure the alternative
- 4 worksite is adequate and safe and has sufficient phone service; a secure internet
- 5 connection with enough speed to perform work; and that confidential information
- 6 will be safeguarded.
- 7 e. Use, exclusively, the computer and software, configured with security software,
- 8 provided by the District.
- 9 f. Have adequate dependent care arrangements in place to ensure the employee's
- 10 ability to telework.
- 11 g. Report, at once, to their supervisor any injury that occurs at the alternative site
- 12 during work hours.
- 13 h. Refrain from having in-person meetings or instruction at the alternative worksite
- 14 unless pre-approved by their supervisor.
- 15
- 16 7. Supervisors will regularly check employee compliance with the telework agreement,
- 17 relevant policies and guidelines, performance standards, expectations for work products,
- 18 productivity and time accountability.
- 19 8. Telework plans are subject to change at the discretion of the District.
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21 Cross References:

22 Policy 1909 Pandemic Emergency Measures – Human Resources and Personnel

23 Policy 1909F Pandemic Emergency Measures – Employee Request Form – Telework

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25 Policy History

26 Adopted on: October 11, 2021

27 Revised on:

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